
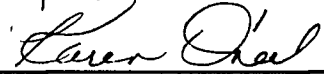


PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES SECTION
RECORDS MANAGEMENT CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF CORRECTIONS		SECURITY OPERATIONS DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
I.	<u>PERSONNEL INFORMATION</u>	
A.	Badge Number Lists	Retain until no longer needed, then destroy.
B.	Shift Lists	Retain 3 years after superseded, then destroy.
C.	Locker Assignments List	Retain as current.
D.	Parking Permits List	" "
II.	<u>MONTHLY DATA AND FEEDER INFORMATION</u>	
A.	Monthly management reports	Retain 3 years, then destroy.
B.	Bi-weekly management reports	Retain 1 year, then destroy.
C.	Maryland Jail Statistical Reports	Retain 5 years, then destroy.
III.	<u>DAILY REPORTS AND INVENTORIES</u>	
A.	Shift Commander's Reports	Retain 3 years, then microfilm. Retain microfilm 10 years, then destroy.
B.	Incident Reports	" " "

	PLANNING & RESEARCH SECTION CHIEF	2/10/97
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
	COUNTY RECORDS MANAGER	2/21/97
SIGNATURE	TITLE	DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

	STATE ARCHIVIST	APR 09 1997
SIGNATURE	TITLE	DATE

**PRINCE GEORGE'S COUNTY
RECORDS MANAGEMENT CENTER
RECORDS RETENTION AND DISPOSAL SCHEDULE**
(CONTINUATION SHEET)

DEPARTMENT OF CORRECTIONS		SECURITY OPERATIONS DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
C.	Shift Rosters	Retain 3 years, then destroy.
D.	Zone Commanders' Reports	" " "
E.	Central Control Inventory/Check	" " "
F.	Authorization to Search Forms	" " "
G.	Shakedown Reports	" " "
H.	Drill Reports, including fire drills, escape drills, others	" " "
I.	Vehicle Maintenance and Inventory Forms	" " "
J.	Visiting Cards	" " "
K.	Security Division logbooks(from housing units and all other posts and special areas such as the armory and locksmith room)	Retain 5 years, then destroy.
IV.	<u>WEEKLY INSPECTION FORMS</u> , which include fire safety inspections, safety related inspections, security related inspections and sanitation related inspections	Retain 3 years, then destroy.
V.	<u>INVENTORY FORMS</u> , which include tool inventories, hazardous materials inventories, radio/battery inventories, key inventories, weapons inventories, non-lethal weapons inventories, contraband inventory/disposal forms	" " "